

Proprietary Information Rights Safeguard

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to formally remind you of your obligation to protect our proprietary information, which includes but is not limited to trade secrets, business strategies, client lists, and any related confidential information that you may have access to during your engagement with [Your Company Name].

As stipulated in our agreement dated [Insert Agreement Date], all proprietary information must be kept confidential and should not be disclosed to third parties without prior written consent from [Your Company Name]. Failure to comply with these terms may result in legal action to safeguard our rights and interests.

We appreciate your cooperation in maintaining the confidentiality of our proprietary information.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]